

Rideau Lakes Public Library – Covid19 Safety and Re-opening Phases – 2020 to 2022

Updated January 4, 2022



At Rideau Lakes Public Library, we strive to offer ongoing access to collection and program supports to our community while putting the health and safety needs of our staff and library members as our top priority as we navigate re-opening during the time of Covid19.

This plan describes the safety measures and procedures RLPL will follow through the three stages of re-opening associated with the [Ontario Government framework](#), while [meeting legislative requirements](#), and drawing on the best practices and research from a number of sources:

- [Leeds, Grenville, Lanark Health Unit](#)
- [Public Health Ontario](#)
- [Health Canada](#)
- [Southern Ontario Library Service \(SOLS\)](#)
- [Public Services Health & Safety Association \(PSHSA\)](#)
- [World Health Organization \(WHO\)](#)
- [Centre for Disease Control \(CDC\)](#)
- [Reopening Archives, Libraries and Museums \(REALM\) project](#)
- [Institute of Museum and Library Services](#)

Note:

Economic and social recovery from Covid-19 is a fluid situation so this guideline will be updated as more research and information is available or as advice from health officials changes. This plan takes into account that there may be a need during the re-opening/recovery process to adopt an earlier phase if required by provincial order or other circumstance.

TBD = To be determined

Health and Safety measures in response to Covid-19 help ensure safe...	Stage 1	Stage 2	Stage 3	Reference
	May 29 2020 April 3 2021	June 29 2020 July 2 2021 January 5 2021	August 7 2020 July 16 2021	Corresponding provincial framework Updated April 2021 Updated January 2022
Staff				
Flexible workspace <ul style="list-style-type: none"> • Leave as required • Work from home office (H&S, privacy and confidentiality measures taken) as required by stay-at-home measures • Staged recall as hours ramp up • Sick leave as needed • All staff able to return do so with some continuing a mix of work from home and office workplace. 	✓ ✓ ✓ ✓	✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓	Health & Safety Guidance During COVID-19 For Library Employees Tips on working from home ergonomically
Self-assessment <ul style="list-style-type: none"> • Staff will not enter or stay at the workplace with any covid-19 symptoms • Staff will carry out and record self-assessment test prior to each shift (as of September 2020) 	As needed prior to a shift.	As needed prior to work.	As needed prior to work.	Ontario Public Health self-assessment questionnaire
Mental health supports <ul style="list-style-type: none"> • Websites and articles on wellbeing • Weekly Zoom check-ins for all staff (optional and as schedule allows) • Mental Health First Aid training 	✓ ✓	✓	✓ ✓ October 2020	Wellness together Canada https://mindyourmind.ca/ Homewood Health
Training <ul style="list-style-type: none"> • Professional development for at home hours • Guidelines for new services and procedures 	Curbside pick-up guidelines posted	Cleaning and disinfection tutorial	In person and/or online staff meetings	
Hand and respiratory hygiene <ul style="list-style-type: none"> • Frequent handwashing 	✓	✓	✓	

<ul style="list-style-type: none"> Sneezing/ coughing into elbow or tissue (discard tissue and wash hands) 	✓	✓	✓	Wash your hands like a surgeon Handwashing poster
Personal Protective Equipment (PPE) provided <ul style="list-style-type: none"> Gloves Mask Face shield 	Gloves always an option but handwashing is a must. Where staff are unable to physically distance, use of masks is mandatory. Face shield may also be worn in addition.	Gloves always an option but handwashing is a must. Where staff are unable to physically distance, use of masks is mandatory. Face shield may also be worn in addition.	When interacting with the public, use of masks is mandatory. Face shield may also be worn in addition. Gloves may still be used, when handling cash for example.	Mask Poster How to wear a mask LLG health unit July 6 mask measure
In case of symptoms: (See Addendum) <ul style="list-style-type: none"> Stay home (use sick leave) Leave workplace and report to supervisor The library will report suspected or confirmed cases of COVID-19 to other staff (previously required reporting to the Ministry of Labour within four days, the Leeds Grenville Lanark Health Unit and the joint health and safety representative). Staff may return to work after 5 days if they are symptom free 24 hours. 	✓ ✓ ✓ ✓	✓ ✓ ✓ ✓	✓ ✓ ✓ ✓	Ontario Public Health self-assessment questionnaire RLPL Policy R-2 Where to get tested for Covid-19 Contact for LGL Health Unit How to Self-Monitor How to Self-Isolate
Workplaces				
Flexible workspace <ul style="list-style-type: none"> Work from home where possible. Hybrid work from home office plus branch Staggered shifts 	✓ ✓ ✓	✓ ✓ ✓	✓ ✓ ✓	Health & Safety Guidance During COVID-19 For Library Employees

<p>Cleaning and disinfecting</p> <ul style="list-style-type: none"> • Approved cleaning products • Workstations and desks • Common surfaces • Washrooms • Eating areas 	<p>Staff are responsible for cleaning their own workstations, eating area and shared high touch surfaces, before and after a shift.</p>	<p>Staff are responsible for cleaning their own workstations, eating area, and shared high touch surfaces. Public washrooms are cleaned every 2 hours.</p>	<p>Staff continue cleaning practices from Stage 2 and as advised by local health authorities.</p>	<p>Health Canada recommended cleaning products</p> <p>Public Health Ontario Cleaning and Disinfecting CDC Handwashing poster</p>
<p>Physical distancing</p> <ul style="list-style-type: none"> • Minimum 2m/6ft physical distancing • Reduced staff in branches • Eat separately 	<p>✓ ✓ 1-2 ✓</p>	<p>✓ ✓ 1-6 ✓</p>	<p>✓ ✓ 1-6 ✓</p>	<p>Public Health Ontario Physical Distancing</p>
<p>Hand and Respiratory hygiene</p> <ul style="list-style-type: none"> • Frequent handwashing • Sneezing/ coughing into elbow or tissue (discard tissue and wash hands) 	<p>✓ ✓</p>	<p>✓ ✓</p>	<p>✓ ✓</p>	<p>Health & Safety Guidance During COVID-19 For Library Employees Handwashing poster</p>
<p>PPE</p> <ul style="list-style-type: none"> • Gloves • Masks • Face Shields 	<p>Gloves optional when handling returned items. Masks are mandatory when distancing is not possible and recommended at all times.</p>	<p>Gloves optional when handling returned items. Face coverings are mandatory when open to the public.</p>	<p>Gloves optional when handling returned items. Face coverings are mandatory when open to the public.</p>	<p>Health & Safety Guidance During COVID-19 For Library Employees</p> <p>LLG health unit July 6 mask measure</p> <p>Masks and Omicron variant update</p>
<p>In case of symptoms at work:</p> <ul style="list-style-type: none"> • Leave workplace, report to supervisor who will contact any other affected staff and arrange for leave. • Area closed off 24 hours then cleaned and disinfected thoroughly. 	<p>✓ ✓</p>	<p>✓ ✓</p>	<p>✓ ✓</p>	<p>Health & Safety Guidance During COVID-19 For Library Employees</p>

Services				
Digital Collections	✓	✓	✓	ECollections
Online/Virtual Programs	✓	✓	Ongoing	Online programs
<p>Materials/ Physical Collections</p> <ul style="list-style-type: none"> • Dropbox open • Interlibrary Loans (ILL) • Dropbox emptied with PPE and/or handwashing • Light browsing allowed <p>Quarantine of materials suspended as of per change in provincial regulations, June 11 2021.</p>	<p>✓</p> <p>ILL resumes</p> <p>✓</p>	<p>✓</p> <p>ILL expands</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>Full ILL</p> <p>✓</p> <p>✓</p>	<p>ILMS webinar with CDC experts stressing quarantine procedures for library materials</p> <p>REALM project literature review</p> <p>REALM study</p> <p>Health & Safety Guidance During COVID-19 For Library Employees</p> <p>Ontario Regulations</p>
<p>Curbside Pick-up</p> <ul style="list-style-type: none"> • For your safety, and that of others, if you feel sick do not show up for or return library materials. Stay home. Stay safe. • At the door to the branch, check that the entrance is clear. Only one person at a time in the hallway. • Your bag will be ready on the table in the hallway clearly labelled with your last name. Please only pick up your own bag. • If you need any assistance, please call the branch by mobile phone. • Our buildings, including washroom facilities, remain closed to the public (Stage 1 only). 	<p>Curbside pick-up in 5 locations, 7 days throughout the week.</p>	<p>Curbside continues.</p>	<p>Curbside continues.</p>	<p>Pick-up and Delivery Services: Guidance for Public Libraries</p> <p>RLPL Curbside Pick-up Guidelines</p> <p>Ontario Regulations</p>

<ul style="list-style-type: none"> Drop-boxes are open for returns (library items only please, we can't accept donations at this time) 				
Wifi Access – outside of branches	✓	✓	✓	
<p>Computer Access</p> <ul style="list-style-type: none"> Public Computers by appointment Stage 1 – email or phone branch. (Records kept for the year then deleted in case of contract tracing). By appointment or demand – Stage 2 and 3. Name recorded to be used only if required and within privacy policy. Time limits recommended (45 minute) for both public computers and personal devices in the branch. Use plastic wrap for keyboards, until covers arrive, and plastic bag for mouse. Staff clean keyboards, mouse, seat & desks between patrons (15 minute) Printing permitted Payment flexible 	Not open to public but computer use, printing, laminating by appointment.	Appointment recommended for computer use. In person tech help possible for staff with mask and barriers. One to 2 workstations.	Computer access continues with physical distancing/ barriers in place by appointment or as demand allows.	Ontario Regulations
<p>Printing</p> <ul style="list-style-type: none"> Use of public printer/copier only Flexible payment, by charge or donation (no change given) Staff may assist (with proper distance and PPE). Printing, resizing, laminating of proof of vaccination receipt/ QR codes available by donation. 	Available with curbside pick-up only or computer booking. QR codes by arrangement ✓	✓ ✓ ✓	✓ ✓ ✓	
<p>Payment – to minimize or eliminate</p> <ul style="list-style-type: none"> Waive fines Payment by donation (rounded up or down, no cash given) accepted Keep track of fees with library account to be paid when sufficient amount 	No fines, no payments.	Flexible payments.	Flexible payments continue.	

<ul style="list-style-type: none"> Payment online through paypal for larger fees (lost or damaged items) 				
Branches open hours	Curbside/ booking only but hours consistent with “regular” hours.	Open with possible limited hours.	Open with full service hours.	
No eating or beverages in the library branches. Beverage service is not available.	✓	✓	✓	
Library Spaces				
Entrance and exits <ul style="list-style-type: none"> Where possible in branch layout, allow for separate entrance and exit. 	Limited entrance	One entrance and exit if possible.	One entrance and exit recommended.	
Signage <ul style="list-style-type: none"> Entry signs – attendance and time limits Floor stickers – physical distancing Floor directions – enter and exit General precaution guidelines Passive screening guidelines posted 	Signage posted.	Signage posted.	Signage remains in place.	Protect those around you
Spacing <ul style="list-style-type: none"> 2 m/6 ft spacing between any seating 	Computers/internet access limited by booking.	Computer workstations 2m apart and plexi-barriers in place.	Furniture, computers, and shelving arranged for maximum space.	
Entry limits per branch based on useable building area (plus 1 to 2 circulation staff) 25%/ 50% <ul style="list-style-type: none"> Elgin - 2,076 sq. feet library area = 10/20 people Delta - 1,100 sq. feet library area = 6/12 Newboro - 1000 sq. feet library area = 6/12 Portland - 1,187 sq. feet library area = 6/12 South Elmsley - 1,758 sq. feet library area = 10/20 	Computers/internet access limited by booking.	50% capacity allowed but keeping to 25%: 20 main branch 12 other branches	Limits established per branch allowing 6ft/2m distance to be maintained.	IFLA recommendations with some international libraries using between 10m/100ft to 20m/200ft area per person. Retail space calculator
Time Limits	Computers/internet access by booking, 45 minutes.	45 minutes per internet session recommended.	Recommend shorter visits but not enforced.	

<p>Computer workstations</p> <ul style="list-style-type: none"> • Keyboard covers, plastic bags over mouse • Cleaning of desk, keyboards, mouse, arm rests 	Computers/internet access limited by booking.	Cleaned or changed by staff after each patron.	Cleaned or changed by staff after each patron.	
<p>Check-out desk</p> <ul style="list-style-type: none"> • Distancing with floor sticker placement • Plexi-glass guard on counter 	Computers/internet access limited by booking.	✓ ✓	✓ ✓	
<p>Cleaning and disinfection</p> <ul style="list-style-type: none"> • Recommended cleaners and disinfectants used • Focused cleaning on high touch surfaces • Shared equipment by staff will be sanitized (if sharing of equipment is unavoidable) 	All workstations and equipment cleaned before and after shifts. Any public computer area between each use by public.	As stage 1 plus increased cleaning of computer areas between each use by public.	As prior stages.	Health & Safety Guidance During COVID-19 For Library Employees Public Health Ontario Cleaning and Disinfecting
<p>Airflow and ventilation</p> <ul style="list-style-type: none"> • Doors and windows open as much as possible 	✓	✓	✓	
Library Members and Visitors				
<p>Covid-19 information and resources</p> <ul style="list-style-type: none"> • Current information on Covid-19 facts and impact in our community. • Printouts available by request. 	✓	✓	✓	RLPL Covid-19 Resource Page
<p>Signage and self-assessment</p> <p>Members and visitors may not enter the library if they are experiencing any Covid-like symptoms</p> <ul style="list-style-type: none"> • Symptoms are posted (passive screening) • Details on testing resources is available 	✓	✓ ✓	✓ ✓	Ontario Public Health self-assessment questionnaire Where to get tested for Covid-19
<p>Hand and respiratory hygiene</p> <ul style="list-style-type: none"> • Hand cleaning required before and after you enter the branch. • Hand sanitizer available at entrances 	✓	✓ ✓	✓ ✓	Handwashing poster

<ul style="list-style-type: none"> Handwashing posters, soap and paper towels in public washrooms Cough or sneeze into your elbow 				
Physical distancing <ul style="list-style-type: none"> Signage and posted floor marking remind library members and visitors to maintain 2m/6ft physical distancing 	Signage posted	Only one computer workstation or minimum 2m/6ft physical separation	Library members asked to maintain 2m/6ft distance at all times.	Public Health Ontario Physical Distancing
Plexi-guards <ul style="list-style-type: none"> Physical barrier at check-out desks and in between multiple computer workstations. 	Plexi-guards installed.	Where more than one computer is in use, plexi-guards will provide a barrier	Plexi-guards at desk checkout and multiple computer workstations.	
Masks/ face covering <ul style="list-style-type: none"> Non-medical masks required as of July 6 2020 Disposable masks free and fabric masks with modest donation (proceeds to Elgin Lions Club) promotion of masks as protection for all of us “We’ve got you covered” 	Public must wear a non-medical mask in an enclosed space. 3 ply recommended.	Public must wear a non-medical mask in an enclosed space. 3 ply recommended.	Public must wear a non-medical mask in an enclosed public space.	Mask Poster LLG health unit July 6 mask measure Masks and Omicron variant update
Washroom facilities <ul style="list-style-type: none"> Handwashing posters Soap and paper towels provided Cleaning and disinfection procedures to be posted. Public washroom high touch surfaces (switches, faucets, paper towel dispenser, soap, toilet handle) to be cleaned every 2 hours by staff. 	Limited public washroom use. <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Limited public washroom use. <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Public washrooms open. <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> TBD	Handwashing poster Cleaning and disinfecting public washrooms LLG Health Unit

ADDENDUM

April 16 2021: Reminder to follow infection control measures as outlined in Section 22 Class Order under the Health Protection and Promotion Act for Leeds, Grenville and Lanark.

As outlined in the Medical Officer of Health - Section 22 Class Order for Leeds, Grenville and Lanark Counties, employees that:

- a) Are a confirmed case or probable case of COVID-19;
- b) Have new symptoms (even mild symptoms) or worsening symptoms of COVID-19, have been tested for COVID-19 and are awaiting the results of their test;
- c) Otherwise have reasonable grounds to believe they have one or more symptoms of COVID-19;
- d) Are a close contact of a person identified in a) even if they do not themselves have any symptoms of COVID-19; or
- e) Are a parent of, or person with responsibilities of a parent for, a person under 16 years of age identified in a), b), or c) who resides or is present in the counties of Leeds, Grenville and Lanark.

Are required to take the following actions:

1. Isolate yourself without delay in accordance with instructions provided by the Leeds, Grenville and Lanark District Health Unit. This includes remaining in your home or isolation facility.
2. Remain in self-isolation for the time directed by the Leeds, Grenville and Lanark District Health Unit.

Employees who have a household member with symptoms of COVID-19, and who is a high risk contact of someone with COVID-19 must stay home and isolate until the household member receives a negative COVID-19 test result. For more information about preventing COVID-19 in your business/organization, visit COVID-19 and Business - Leeds, Grenville and Lanark District Health Unit. The Health Unit will provide guidance in the management of COVID-19 in businesses or organizations should you have a case or an outbreak.

January 4, 2022: Ontario Updating Public Health Measures and Guidance in Response to Omicron

Ontario is also changing the required isolation period based on growing evidence that generally healthy people with COVID-19 are most infectious in the two days before and three days after symptoms develop. Individuals with COVID-19 who are vaccinated, as well as children under 12, will be required to isolate for five days following the onset of symptoms. Their household contacts are also required to isolate with them. These individuals can end isolation after five days if their symptoms

are improved for at least 24 hours and all public health and safety measures, such as masking and physical distancing, are followed. Non-household contacts are required to self-monitor for ten days.

Individuals who are unvaccinated, partially vaccinated or immunocompromised will be required to isolate for 10 days. While individuals who work or live in high-risk health care settings are recommended to return to work after 10 days from their last exposure or symptom onset or from their date of diagnosis, to ensure sufficient staffing levels workers will have the opportunity to return to work after isolating for seven days with negative PCR or rapid antigen test results, which will be provided by the province through the health care setting.